

**KENTUCKY BOARD OF LICENSURE FOR
LONG-TERM CARE ADMINISTRATORS
MINUTES
April 29, 2015**

A regular meeting of the Kentucky Board of Licensure for Long-Term Care Administrators was held at the Office of Occupations and Professions, 911 Leawood Drive, Frankfort, KY on April 29, 2015.

BOARD MEMBERS PRESENT

Greg Wells, Board Chair
Christopher Minnich, NHA, Vice Chair
Joseph Flatt
Kim Nall, NHA
Dr. Karen Skaff, RDH, Ph.D.
Barbara Lester, Citizen-at-Large

BOARD MEMBERS ABSENT

Patrick Donahue
Craig Jennings, NHA
Sherry Culp – State Long-Term Care Ombudsman

Occupations and Professions Staff

Jennifer Hutcherson, Board Administrator
Gordon Slone, Executive Director

Others

Ryan Halloran – Office of the Attorney General
Marcus Jones – Office of the Attorney General
Representative Dennis Horlander, 40th District
Mike Maxwell, Previous KY LTCA

CALL TO ORDER

Mr. Wells called the meeting to order at 10:41 a.m. Mr. Wells welcomed Mr. Maxwell and Representative Horlander to the meeting. Representative Horlander stated that he was visiting multiple boards at their meetings and was only a call away if he was ever needed.

MINUTES

Mr. Flatt made a motion to approve the minutes from the January 28, 2015 meeting as presented. The motion was seconded by Ms. Nall, and carried unanimously.

FINANCIAL REPORT

The Board reviewed the financial report for January, February and March 2015, and the legal fees report for December 2014, January and February 2015.

OCCUPATIONS AND PROFESSIONS REPORT

Mr. Slone reported that O&P has a new phone system in place utilizing voice over internet protocol. Each employee now has their own phone number. The main phone line is still in place as well. Mr. Slone also reported that there are several vacancies and he is working to fill them as quickly as possible.

BOARD COUNSEL REPORT

Mr. Halloran attended the board meeting and introduced Marcus Jones, who will be the board's legal counsel going forward. Mr. Halloran also reported that in order to flag licensees as "under investigation", the board would have to add a statute giving them the authority to do so. The board agreed that they were not interested in doing so at this time.

OLD BUSINESS

Dr. Skaff volunteered to attend the annual NAB meeting in Philadelphia as the Kentucky board's delegate. Ms. Nall made a motion to have Dr. Skaff represent the Kentucky board at the annual NAB meeting on June 3-5, 2015. The motion, seconded by Mr. Minnich, carried. Mr. Flatt is also interested in attending the annual NAB meeting. Ms. Nall made a motion for the board to cover Mr. Flatt's travel expenses, should he attend the meeting. The motion, seconded by Mr. Minnich, carried.

NEW BUSINESS

The board heard from Mr. Maxwell, who requested that the board allow him to reinstate his license, even though he was past the two year window for reinstatement allowed by the Kentucky Administrative Regulations. Mr. Wells explained to Mr. Maxwell that the board needed to abide by the law, but that his application to retake the NAB and be licensed in Kentucky was approved during the application committee meeting preceding the board meeting.

Mr. Slone presented the Memorandum of Agreement with O&P to the board. No changes were made from the last fiscal year. Dr. Skaff made a motion to accept the agreement. The motion, seconded by Mr. Flatt, carried.

The board discussed renewing the investigative services contract with the Physical Therapy Board. Mr. Minnich made a motion to renew the contract. The motion, seconded by Ms. Nall, carried.

COMPLAINTS COMMITTEE

The committee recommended dismissal of the following complaints:

- | | | |
|----------|----------|----------|
| • 14-013 | • 14-038 | • 14-046 |
| • 14-019 | • 14-039 | • 14-047 |
| • 14-030 | • 14-040 | • 14-048 |
| • 14-031 | • 14-041 | • 14-049 |
| • 14-032 | • 14-042 | • 15-001 |
| • 14-034 | • 14-043 | • 15-002 |
| • 14-036 | • 14-044 | • 15-003 |
| • 14-037 | • 14-045 | • 15-005 |

Dr. Skaff made a motion to accept the complaint committee's recommendation. Mr. Flatt seconded the motion and it carried unanimously.

Mr. Flatt made a motion to open complaints against the administrators who were actually responsible at the time of the survey from complaints 14-049 and 15-002. The motion, seconded by Ms. Nall, carried.

The board discussed complaint #13-009. The complaint committee presented a settlement offer to the board, which consisted of five conditions: 1) Two year probationary period; 2) \$2,000 fine; 3) Proof of continuing education within 90 days; 4) Report any position as an administrator to the board; 5) Submit every survey to the board within 30 days. If the offer is rejected, the complaint committee would like to proceed to a hearing. If the offer is accepted and the terms are violated, the complaint committee would revoke the license. Ms. Lester made a motion to accept the terms of the settlement. The motion, seconded by Mr. Minnich, carried.

APPLICATIONS COMMITTEE

The application committee reviewed applications and made the following recommendations:

Initial Applications Approved:

- | | |
|----------------------|----------------------|
| • Denise Billingsley | • Dannita Morgan |
| • Felix Brown | • Jennifer Patrick |
| • Vicki Butler | • Truly Pennington |
| • Jeremy Call | • Nancy Phillips |
| • Tonya Cox | • Andrii Skrypkar |
| • Meredith Crawford | • Christopher Thorne |
| • John Godfrey | • Casey Ward |
| • Melissa Knight | • Darla Waymon |
| • Mike Maxwell | • Suellen White |
| • Crystal Mitchell | • Brandon Williams |

- Brandies Windsor

Endorsement Applications Approved:

- James Daugherty
- Diana Fisher
- Lynn Kilpatrick
- Franklin Nathan

- John Ralphy
- Rachel Sargent
- James Snyder
- Deborah Stoffel

Deferred:

- Mark Millet – Endorsement

The application committee reviewed and made recommendations for the following inactive and audited renewals:

Inactive Requests – Approved:

- Kathy Crowley
- Kenneth Palmer

Other Renewals – Approved:

- Lee Ann Parsons
- Judy Terry

The application committee reviewed and made recommendations for the following reactivation and reinstatement applications:

- Lindsey Kidd – Approved
- Roger Westfall – Approved

Mr. Minnich made a motion to approve the application committee's recommendations. The motion, seconded by Ms. Nall, carried.

CONTINUING EDUCATION COMMITTEE

The continuing education committee recommended approval for the following courses:

Application Submitted By	Program Title	Number of Hours Requested	Course Date
Proactive Medical Review	Hand in Hand Dementia Care and Abuse Prevention	8.0	Ongoing
Proactive Medical Review	Supporting Rehab RUGS and Preparing for Medical Review	2.0	Ongoing
Proactive Medical Review	SNF Physician Documentation	1.0	Not listed
William Wideman	Preventing Abuse in LTC	5.75	Not listed
Dewayne Reneer PCA Pharmacy	Education Symposium	5.4	March 12, 2015
Region 7 HPC	Disaster Preparedness Planning	3.0	April 28, 2015

Southeast KY Area Health Education Center	2015 KY Association for Gerontology Conference	16.25	April 12-14, 2015
Mancha Anthony for Martha Gregory and Associates, Inc.	Administrators and Dietary Managers	6.0	March 19, 2015
Blue Sky Institute	Dementia Capable Care: Foundation	7.0	Not listed
KALFA	Functional Needs Assessment Workshop	2.5	February 24, 2015
Raymond Bell	Preventing Abuse in LTC	6.25	March 31, 2015

Mr. Flatt made a motion to accept the recommendation of the continuing education committee. The motion, seconded by Mr. Minnich carried.

Mr. Flatt made a motion to modify the continuing education application to include that applicants must submit a sample certificate of completion. The motion, seconded by Mr. Minnich carried. Ms. Hutcherson will revise the form and submit it to Mr. Jones for submission to LRC.

NEXT MEETING

The next regularly scheduled board meeting of the Kentucky Board of Licensure for Long-Term Care Administrators for Thursday, July 23 is cancelled. A special meeting will be held on Thursday, July 30, 2015.

TRAVEL AND PER DIEM

Mr. Minnich made a motion to approve the Board's travel and per diem expenses for the April 29, 2015 meeting. Ms. Lester seconded the motion and the motion carried unanimously.

ADJOURNMENT

With no further business to discuss the meeting was adjourned by Mr. Wells at 12:17 p.m.